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ABSTRACT

Microforms may be utilized by the medical libraries established in each VA (Veterans Administration) hospital and domiciliary Microforms are used for housing and using books, journals, monographs, reports and other library materials which are unavailable except in microform or whose retention in hardcopy cannot be justified. The most common formats for microforms in libraries are 16 mm. and 35 mm. film in either open reels or cartridges and microfiche. The characteristics of each of these and other formats are detailed in Chapter 2. Microforms require the use of a reader which projects an enlarged microimage for viewing. The characteristics of readers and reader-printers are detailed in Chapter 3. Chapter 4 provides information and data needed to develop a plan for integration microform materials with library services. Chapter 5 consists of a list of selected readings, catalogs and guides. (Author/NH)

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DEPARTMENT OF MEDICINE AND SURGERY

M-2, PART XIII

# PROGRAM GUIDE

## MICROFORMS
## IN THE
## VA LIBRARY SYSTEM

LI 003 753

LIBRARY SERVICE
VETERANS ADMINISTRATION

WASHINGTON, D.C. 20420

APRIL 21, 1972

## INTRODUCTION

1. Technological advances in both microform hardware and software have made the Program Guide on Microforms in the VA Library System which was issued in June 1956 out of date and necessitate its updating with 1970's information.

2. Not only is more material available in microform in the 70's than ever before but the material is available in a greater variety of formats. Guidance is needed in identifying both classes of material available and formats.

3. Traditional library journal programs and procedures are affected by the constraints imposed by available shelf space in hospital libraries. Guidance is needed in considering alternatives to journal binding.

4. It is recommended that librarians and hospital management consult these guidelines in planning for the incorporation of microforms in library services.

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## CHAPTER 1. MICROFORMS IN LIBRARIES

**1.01** Medical libraries have been established in each VA hospital and domiciliary to give reference and bibliographic service to medical and allied health staff in support of clinical, research, and education programs. (Cf. DM&S Manual M-2, pt. XIII, Ch. 1, Par. 1.03c)

**1.02** In these libraries, microforms may be utilized as media for housing and using books, journals, monographs, reports and other library materials which are unavailable except in microform or whose retention in hard copy cannot be justified. Advantages include possible cost/benefits of microform versus binding of paper periodicals, and of storage space versus frequency of use. Other advantages include the longevity of microforms, their availability and accessibility, easy replaceability from master copies, the varied formats in which microforms are available and from which hard copies can be made, and the bibliographic completeness of microforms.

**1.03** The most common formats for microforms in libraries are 16 mm. and 35 mm. film in either open reels or cartridges and microfiche. The characteristics of each of these and other formats are detailed in chapter 2.

**1.04** Microforms require the use of a reader which projects an enlarged microimage for viewing with unaided eye. A reader-printer combines the functions of a reader with an enlarger-printer to provide the user with hard copy of the page or pages of a document required. The characteristics of readers and reader-printers are detailed in chapter 3.

## CHAPTER 2. SOFTWARE

**2.01** Roll film, on which microimages appear along the length of the film, is used to film newspaper files, manuscript collections, serials including periodicals, and monographs. The film is wound on a reel which may be either open or enclosed in a cartridge. 35 mm. roll film is almost a standard for library use; however, some 16 mm. roll film has been used particularly in cartridge form.

**2.02** Microfiche, on which microimages are arranged in rows and columns, is used to film complete bibliographic units such as technical reports.

**2.03** Other microforms include jackets, aperture cards, and micro-opaques.

a. Jackets are transparent sheets with one or more slide-in pockets made to hold microfilm in flat strips.

b. Aperture cards are punched cards with rectangular holes cut out in which one or more frames of microfilm can be mounted. This format is particularly adapted to engineering drawing and similar applications.

c. Micro-opaques are sheets of opaque material containing one or more microimages. Micro-opaques must be viewed with reflected light projection.

**2.04** Quality control of microforms can best be maintained by obtaining microform software from reliable producers. Constraints of manpower and expertise mitigate against local production or review for technical excellence.

## CHAPTER 3. HARDWARE

**3.01** Inasmuch as microforms cannot be viewed by the unaided eye, machines must be provided for projecting enlarged microimages for viewing and (optional) printing hard copy.

**3.02** In selecting a reader or reader/printer, the following characteristics should be taken into consideration:

a. **Capability for Different Microforms.** Does the equipment accommodate the formats represented in the collection? Is the lens variable or interchangeable?

b. **Screen.** Is it large enough to accommodate projection of a full frame of text? Is the reading angle variable to prevent fatigue? Is the height above the table variable? Is the illumination even from corners to center? Is the brightness variable? Is the surface nonglare to suppress reflections?

c. **Image.** How does the clarity of the image on the screen compare with the original? Are the reduction ratio and magnification capability compatible? Is the focus constant and automatic? Is the image free from distortion? Can the image be rotated?

d. **Film Transport.** Is it manual or motorized? If motorized, are advance and rewind variable? Note that the flats holding film in place *must* separate automatically when film advances.

e. **Operation and Maintenance.** Is the equipment easy to use? Is service readily available at your location? Is the equipment free from electrical and mechanical hazards?

f. **Printer.** (In addition to subpars. a through e above.) Is the print legible, flat (non-curling), without fading or smearing, and of "standard" size for filing? What is the print cycle time (should take no more than 30-45 sec.)? How much do the print materials cost? Is the waste less than 5 percent? Is the equipment quiet enough for use in an open study area? Are the solution, if any, and paper supply routines simple?

## CHAPTER 4. PRACTICAL PROCEDURES

**4.01** Microforms provide an alternative to binding for permanent preservation of medical, scientific, and technical periodicals needed for the purpose of providing adequate reference service in the Medical Library. Where space and binding cost pressures indicate exploration of alternatives, the librarian will do well to work out a plan which can be presented to hospital management and then implemented a step at a time.

**4.02** In developing alternatives to binding and shelving back issues of journals as well as providing library service on other materials in microform, the first step in developing a plan is to make a determination of the current status of the library program. This can be done by (1) determining how microforms would be used in your service, (2) inventorying microforms and equipment for reading and/or printing hard copy already on hand at your station, and (3) determining the availability of materials. It should be noted that frequently sale of the microform editions of copyrighted volumes of periodicals is restricted to subscribers of the paper edition.

**4.03** With the above information and data, a plan can then be developed for integrating microform materials with library services. The plan should be modular to permit implementation a step at a time as well as providing cost/benefit alternatives.

**4.04** By starting small, the negative result of an investment in unused equipment and materials can be avoided.

**4.05** As your plan is implemented, it is urged that you document your policies and procedures for selection, processing, housing, use, and maintenance of microforms and their readers or reader/printers.

**4.06** Finally, the use of microforms in the library service program may be evaluated by inclusion in appropriate sections of the annual report (Cf. DM&S Manual M-2, pt. XIII, ch. 8) and in systematic review and appraisal of program management and operations.

## CHAPTER 5. SELECTED READINGS, CATALOGS AND GUIDES

**5.01** Selected Readings.

Holmes, Donald C. Determination of Environmental Conditions Required in a Library for the Effective Utilization of Microforms. Washington, D.C.: Association of Research Libraries, 1970. 50 p.

Holmes, Donald C. Determination of User Needs and Future Requirements for a Systems Approach to Microform Technology. Washington, D.C.: Association of Research Libraries, 1969. 35 p.

Holmes, Donald C. The Needs of Library Microform Users. *Proceedings Annual Meeting National Microfilm Association,* 18:256-260. 1969.

Knight, Douglas M. & Nourse, E. Shepley. Libraries at Large. . .The Resource Book Based on the Materials of the National Advisory Commission on Libraries. New York: Bowker, 1969. 664 p.

Morrison, Alta Bradley, ed. Microform Utilization: The Academic Library Environment; Report of a Conference Held at Denver, Colorado, 7-9 December 1970. Denver: University of Colorado, 1971. 243 p.

Nelson, Carl E. Microform Technology. *Annual Review of Information Science and Technology,* 6:77-111. 1971.

Reichmann, Felix & Tharpe, Josephine M. Determination of an Effective System of Bibliographic Control of Microform Publications. Washington, D.C.: Association of Research Libraries, 1970. 51 p.

Teplitz, Arthur. Microfilm and Reprography. *Annual Review of Information Science and Technology,* 5:87-111. 1970.

Tressel, George W. and others. Automated Retrieval and Remote Viewing of COSATI Microfiche: Problems and Prospects. *Proceedings American Society of Information Science Conference,* 7:123-128. 1970.

Veaner, Allen B. The Evaluation of Micropublications: A Handbook for Librarians. Library Technology Program Publication #17. Chicago: American Library Association, 1971. 59 p.

Veaner, Allen B. Reprography and Microform Technology. *Annual Review of Information Science and Technology,* 4:175-201. 1969.

Veenstra, John G. Microimages and the Library. *Library Journal,* 95:3443-3447. 1970.

Viet, Fritz. Microforms, Microform Equipment and Microform Use in the Educational Environment. *Library Trends,* 19:447-466. 1971.

Williams, Bernard James Stiles. Miniaturised Communications: A Review of Microforms. London: Library Association and National Reprographic Centre for Documentation, 1970. 190 p.

Wooster, Harold. Microfiche 1969; A User Survey. AFOSR-69-1847TR. Arlington, Va.: United States Air Force Office of Scientific Research, 1969. 211 p.

**5.02** Selected Catalogs and Guides.

Ballou, Hubbard W., ed. Guide to Microreproduction Equipment. 5th edition. Silver Spring, Md.: National Microfilm Association, 1971. 793 p.

General Services Administration. National Archives and Records Service. Office of Records Management. Microform Retrieval Equipment Guide. FPMR 101-11.3. Washington, D.C.: Author, 1970. 64 p.

Gordon, Ronald F. Microfiche Viewing Equipment. Report DDC-TR-71-8. Alexandria, Va.: Defense Documentation Center, 1971. 147 p.

Gordon, Ronald F. 16 mm. Microfilm Viewing Equipment Guide. Report DDC-TR-71-1. Alexandria, Va.: Defense Documentation Center, 1971. 83 p.

Guide to Microforms in Print 1972. Washington, D.C.: National Cash Register Company Microcard Editions, 1972. 163 p.

Kottenstette, James P. and others. A Guide to Instructional Uses of Microform. Report AFHRL-TR-71-44. Brooks Air Force Base, Texas: Air Forces Human Resources Laboratory, 1971. 80 p.

Morgan Information Systems, Inc. Microform Readers for Libraries. *Library Technology Reports* (American Library Association), May 1970 (May 1971). 23 p.

National Register of Microform Masters 1970. Washington, D.C.: Library of Congress, 1972. 158 p.

Subject Guide to Microforms in Print 1972-73. Washington, D.C.: National Cash Register Company Microcard Editions, 1972. 170 p.

Note. Commercial producers such as University Microfilms, 300 North Zeeb Road, Ann Arbor, Michigan 48106, publish catalogs of serials and other publications available in microform.

A professional association, National Microfilm Association, Suite 1101, 8728 Colesville Road, Silver Spring, Maryland 20910, issues a number of publications, directories, proceedings, and standards.

In addition to the report by Morgan Information Systems listed above, the Library Technology Program of the American Library Association, 50 East Huron Street, Chicago, Illinois 60611, issues surveys and reports on microform hardware from time to time in its *Library Technology Reports.*